

**INSTRUCTIONS REGARDING ALLOWABLE EXPENSES AND COMPLETION OF  
CJA PAYMENT VOUCHERS IN DEATH PENALTY PROCEEDINGS**

Detailed instructions are provided in this packet for the completion of the CJA30 voucher forms. The following information addresses questions most frequently asked by persons preparing expense vouchers.

**NOTE: ALL CJA FORMS MUST BE SUBMITTED FOR PAYMENT WITHIN 45  
DAYS OF THE FINAL DISPOSITION OF THE CASE!**

Use the Correct Voucher for the Type of Service/Expense:

CJA30	Counsel for Petitioner/Defendant
CJA31	<u>Ex Parte</u> Request for Authorization and Voucher for Expert and Other Services
CJA24	Transcripts and transcript copies

Services are to be reported according to the following stages of proceedings (check only one stage):

Capital Prosecution

- Pre-Trial
- Trial
- Sentencing
- Other Post Trial
- Appeal
- Petition for Supreme Court Writ of Certiorari

Death Penalty Habeas Corpus

- Habeas Petition
- Evidentiary Hearing
- Dispositive Motions
- Appeal
- Petition for Supreme Court Writ of Certiorari

Other Proceedings

- Stay of Execution
- Appeal of Denial of Stay
- Petition for Writ of Certiorari to Supreme Court Regarding Denial of Stay

•Other

**The new maximum capital attorney rate of \$160.00 per hour for work performed on or after February 1, 2005 may apply at the discretion of the judge.**

<u>ALLOWABLE EXPENSES</u>	<u>EXPENSES NOT ALLOWABLE</u>
(Not all-inclusive)	(Not all-inclusive)
Copies	Subscription to newspaper
Fax	General Office Overhead
Westlaw/Lexis	Secretarial Services
Certified Mail	Filing Fees
Parking	Printing of Briefs
Travel/Meals (out of pocket expenses)	
Telephone Calls (itemize by date, person called and charge)	

Copy Charges:

Current fee is .15 per page. You must include number of pages; e.g. 3 pages@.15=.45.

Mileage Rate

04/01/99 to 01/13/00	=	.31/mile
01/13/00 to 01/21/01	=	.325/mile
01/22/01 to 01/20/02	=	.345/mile
01/21/02 to 01/01/03	=	.365/mile
01/02/03 to 01/04/04	=	.36/mile
01/05/04 to 02/04/05	=	.375/mile
02/05/05 to 08/31/05	=	.405/mile
09/01/05 to present	=	.485/mile

Personal Expenses of the Defendant:

Personal expenses for the (such as meals, lodging, clothing, transportation) are not reimbursable under CJA.

Note: See attached procedures for payment of fact witnesses called by CJA attorneys pursuant to court order.

Receipt Required:

For any item \$50.00 or more, a receipt and/or copy of canceled check must be provided.

If Westlaw/Lexis is used, provide a copy of the actual bill and a brief statement of the subject matter of the research.

If you have any questions or need forms, contact the courtroom deputy serving the court in your divisional office location.

Worksheets:

All services and expenses must be listed on worksheets. You are reminded to enter actual time spent in hours and **tenths** of hours.

Please check for mistakes before submitting voucher for payment. If you have made a mistake, line through the wrong figure and put the correct figure in. **Do not use white out on these vouchers.**

Preparation of worksheets is not an allowable expense.

## **INFORMATION REGARDING INTERPRETERS**

Attorneys may, when necessary, use interpreters to go with them to interview defendants.

Please be advised that when you use them, you must only incur charges with them consistent with our regulations. The amount payable to interpreters follows.

### **CERTIFIED INTERPRETERS**

This means that they are certified with the Federal Government, Administrative Office of the United States Courts. The three languages for which Certification has been established are Haitian Creole, Navajo, and Spanish. If you are not sure whether someone is certified or not, you may call 903-590-1033 and ask for Peggy Thompson.

Full Day:	\$329.00
Half Day:	\$178.00
Overtime:	\$ 49.00 per hour if the interpreter spends more than 8 hours.

### **NON CERTIFIED INTERPRETERS**

Full Day:	\$156.00
Half Day:	\$ 86.00
Overtime:	\$ 27.00 per hour if the interpreter spends more than 8 hours.

If you have trouble locating an interpreter, you may call the number listed above.

You will need to request a **CJA21** for the case you are appointed, and complete that, attaching an invoice from the interpreter, so that we can pay the interpreter.

The court will take care of obtaining an interpreter for any court settings.